SECRET

ADM - 10.7

DDS&T-2549-67

6 June 1967

MEMORANDUM FOR: Director of Research and Development

ATTENTION : Administrative Staff

SUBJECT : Interim Instruction for Input of FAN/ORN into the CONARS File

1. Pending the implementation of a revised and improved automated Contract Information System (CIS) whose control number will be the combined Financial Analysis Number and Obligation Reference Number (FAN/ORN), and in consonance with current budget preparations, it is necessary to add the appropriate FAN/ORN number to each contract record in the CONARS file for Fiscal Year 1968.

2. This entry will be accomplished by coding the number into columns 63 through 78 of Card (line) #, as shown in the following example:

XXXX-XXXX-XXXXXX

(FAN)   (ORN)

3. In addition to matching FAN/ORN numbers to existing Budget Control numbers it will obviously be necessary, for file updating and maintenance, to continue to assign Budget Control numbers to new entries as well s assigning the required FAN/ORN combination. During this interim period it is suggested that you maintain a personal cross-reference list of the two sets of numbers in order that error corrections may be facilitated and to ease the conversion process when the new system is implemented.

4. Because the file updating must correspond with the budget (Form 1876) preparation, and the time is short, I have offered the services of [   ] of my Staff to assist your Staff in preparing the coding sheets for input of the new numbers into the current file.

25X1A

DDS&T-549-67

SUBJECT: Interim Instruction for Input of FAN/ORM into the CONARS
File

Possibly the simplest method would be for you to furnish us a list
of the two sets of numbers for all FY-1968 contract records and
will take care of the input coding.

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Comptroller
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Science and Technology

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